

Center for the Study of Women in Society **Merit Policy**

The purpose of this document¹ is to describe the process and criteria for awarding merit increases in Center for the Study of Women in Society.

Basis for Merit Evaluation

The Director will base their merit increase recommendation on the performance of the faculty member. In determining a faculty member's performance, their supervisor (typically the director) will consider the faculty member's primary responsibilities, as outlined in their job description. Metrics to judge the individual's performance will be clearly identified year-to-year and available in the performance evaluation or other document for review and discussion with the employee. Those metrics will be related to the tasks articulated in the individual's job description. Job descriptions will be reviewed and updated, as needed, annually.

The merit evaluation will be based on three metrics that reflect the most important core professional responsibilities as described in a faculty member's job description. The institution expects the following principles to be embedded in these metrics as relevant to the individual rank series:

- Positions in the **Research Professor** series should include metrics that are field calibrated areas such as number of professional products or outcomes (peer reviewed publications in high quality journals, books published, white papers produced); active and notable participation in professional communities (presentations, posters, state/national professional committees, journal editorial board service), number of submissions for external support for research projects; number of active awards managed, and/or impact of professional work on the field/profession/public policy.
- Positions in the **Research Associate** series should include metrics related to expertise in relevant research techniques and tools; engagement in discovery/analysis/outreach; involvement in dissemination of findings; engagement in proposal submissions; and success in meeting outcomes/deliverables of assigned projects. Where Research Associates are expected to be PIs and coPIs on sponsored projects, there should be metrics much like the ones expected of Research Professors.
- Positions in the **Research Assistant** series should include metrics that are related to defined and measurable research, outreach and/or technical assistance activities as defined in the job description. If Research Assistant positions include managerial responsibilities, metrics related to outcomes of the unit managed or project supervised should be included. In some cases, metrics found in the above two classifications around research outcomes and research productivity should be included.

¹ "DRAFT 5-20-14" removed from top of document 02/10/2017

The formal annual performance evaluation should reflect the observations and decisions about an individual's work and ability to meet expectations and the merit increase decisions should be reflected in those formal evaluations. The evaluation is a primary but not the sole element in the merit increase decision. Other factors that might be involved include but are not limited to situational challenges or opportunities not covered in the performance evaluation or disciplinary actions.

Evaluation Process

The director will notify employees via email with information about when they submit review materials and the time period for which they will be evaluated. All faculty must be evaluated for merit. Faculty are not permitted to opt out. Evaluations will be conducted by the Center director. The decision to entrust merit decisions to the director will be confirmed annually by the faculty, or before each round of merit increases.

The faculty member will provide the director with: 1.

Complete updated CV

2. **A report of activity.** The report must include:

- A statement of each evaluation metric as described in the job description.
- A description or listing of activities performed that contributed to the accomplishment of that metric.

The director will provide RIGE with:

1. A current job description
2. All of the documents provided to them by the faculty member.
- 3. Completed, signed evaluation form**

The director will discuss the evaluation with the faculty member prior to placing the documents provided by the faculty member and the director in the faculty member's personnel file.

Regardless of the type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating. After completing the individual's annual performance review, in years where there is a merit pool and process established by the institution, the director will give the faculty member an overall rating of: (1) Fails to Perform; (2) Needs Attention; (3) Meets Expectations; (4) Exceeds Expectations; or (5) Exceptional Performance as part of the merit increase decision process. Faculty who receive a rating of 1 or 2 will not be eligible for a merit increase.

Director Recommendations

The director will determine the range of increases for categories 3, 4, and 5, and then propose specific raises for each member.

The director will make recommendations for increases for the faculty members who are eligible to the Vice President for Research. Merit increases are subject to approval by the Vice President

for Research and the Provost. The actual amount of an individual's increase will be based on funding available in the unit's merit pool established by the University.

Notification of Merit Increase Decisions

The Director will notify faculty of merit increase decisions after they have been approved by VPRI and Academic Affairs.